



Policies and Procedures

Name:	Approved:	Replaced:
Code of Conduct Policy	December 2018	

1.0 Preamble

Canoe Kayak BC (CKBC) is committed to providing a sport environment that is characterized by honesty, fairness, mutual respect, drug free sport, and open and clear communication.

- 1.1 CKBC believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of canoe and kayak racing.
- 1.2 Representation on CKBC councils, teams and committees, and participation in CKBC sponsored activities and events bring with it many benefits and privileges. At the same time, there is an expectation to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of CKBC.
- 1.3 This Code of Conduct Policy (CCP) identifies the standard of behavior, which is expected of all CKBC board/team/committee members and participants. Those who fail to meet this standard will be subject to the disciplinary processes and sanctions identified within this policy.

2.0 Application

- 2.1 This Policy applies to all athletes, coaches, officials, volunteers and administrators engaged as such in the management, activities, programs or events of CKBC or any of its sport discipline committees.
- 2.2 This Policy does not apply to employees of CKBC. Any matters pertaining to employee(s) failure to meet the identified standard of behavior shall be referred immediately to the CKBC Executive Director. Any matter pertaining to the Executive Director's failure to meet the identified standard of behavior shall be referred immediately to the CKBC President.
- 2.3 With respect to matters arising within the management, activities, programs or events of Paddling Association members (as distinct from Discipline Committee matters which are covered by this Policy), these matters shall be dealt with using the CCP and mechanisms of such organizations, provided that any such organization is at liberty to adopt this Policy, with any necessary modifications for its own use and applications.

3.0 Code of Conduct

- 3.1 Coaches, athletes, officials, volunteers and administrators share responsibility for the orderly conduct of canoe and kayak competitions:
 - a) they shall at all times acknowledge the authority of appointed competition officials and treat their roles and decisions with respect;

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- b) they shall at all times exercise self-control and show proper respect for peers, competitors and spectators;
- c) they shall at all times demonstrate due regard for the overall integrity of the competition.

3.2 Coaches, athletes, officials and administrators share responsibility for understanding and complying with the rules under which canoe and kayak competitions are conducted:

- a) they shall at all times observe the relevant club, local, divisional, provincial, national and international rules and regulations governing the sport of canoe and kayak racing.

3.3 Coaches, athletes, officials, administrators and volunteers shall, when at and away from competition sites, conduct themselves, at all times, in a manner consistent with the ideals and values of CKBC:

- a) their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;
- b) they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, administrator, volunteer or program;
- c) they shall not engage in conduct likely to bring the Association, competition or sport into disrepute.

4.0 **Disciplinary Procedures**

4.1 Minor Infractions:

- a) Examples of minor infractions are shown in Section 6. All disciplinary situations involving minor infractions occurring within the jurisdiction of CKBC will be dealt with by the appropriate person having authority over the situation and the individual involved. (This person may include, but is not restricted to, a Discipline Committee member, Head Competition Official, Coach, Team Manager.)
- b) Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to explain his or her involvement in the incident.
- c) The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
 - (i) verbal reprimand
 - (ii) written reprimand to be placed on file at the national office
 - (iii) verbal apology
 - (iv) hand-delivered written apology
 - (v) team service or other voluntary contribution to CKBC
 - (vi) suspension from the current competition
 - (vii) other sanctions as may be considered appropriate for the offence
- d) Minor infractions, which result in discipline, shall be recorded using the Incident Report Form in Appendix A.



4.2 Major Infractions:

- a) Examples of major infractions are shown in Section 6. Any athlete, coach, official, volunteer or administrator of CKBC may report to the Executive Director a major infraction using the Incident Report Form in Appendix A.
- b) Upon receipt of an Incident Report Form, the Executive Director shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.
- c) If the incident is to be dealt with as a minor infraction (Section 4.1 above), the Executive Director will inform the appropriate person in authority and the alleged offender, and the matter shall be dealt with according to Section 4.1 of this Policy.
- d) If the Incident Report is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event, no later than three (3) days from date of receipt of the Incident Report, and shall be advised of the procedures outlined in this Policy.
- e) Within five (5) days of receiving the Incident Report, the Executive Director shall forward the report to the President who shall appoint three (3) individuals to serve as a Disciplinary Panel. Where possible, one (1) of the Disciplinary Panel Members shall be from the peer group of the alleged offender. None of the Disciplinary Panel members can be involved in the incident and must be independent of those who were involved in it.
- f) The Disciplinary Panel shall hold the hearing as soon as possible, but not more than fourteen (14) days after the Incident Report is first received by the Executive Director.
- g) The Disciplinary Panel shall govern the hearing as it sees fit, provided that:
 - (i) The individual being disciplined shall be given five (5) days written notice (by courier or fax) of the day, time and place of the hearing. The Disciplinary Panel may decide to conduct the hearing in person, by telephone or video conference.
 - (ii) The individual being disciplined shall receive a copy of the Incident Report.
 - (iii) Members of the Disciplinary Panel shall select from among themselves a Chairperson.
 - (iv) A quorum shall be all three (3) Disciplinary Panel Members.
 - (v) Decisions shall be by majority vote; the Chairperson carries a vote.
 - (vi) The individual being disciplined may be accompanied by a representative.
 - (vii) The individual being disciplined shall have the right to present evidences and arguments.
 - (viii) The hearing shall be held in private.
 - (ix) The Disciplinary Panel may request that witnesses to the incident be present or submit written evidence.
 - (x) The Disciplinary Panel shall render its decision, with written reasons within five (5) days of the Hearing.
 - (xi) Once appointed, the Disciplinary Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
- h) The Disciplinary Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:



- (i) written reprimand to be placed on file at the national office.
 - (ii) hand-delivered written apology.
 - (iii) suspension from certain CKBC events which may include suspension from the current competition or from future teams or competitions.
 - (iv) suspension of all CKBC privileges.
 - (v) suspension from certain CKBC activities (i.e. competing, coaching or officiating) for periods of up to three (3) years.
 - (vi) suspension from all CKBC activities for periods of up to three (3) years, or for life, if the circumstances of the infraction warrant.
 - (vii) other sanctions as may be considered appropriate for the offense.
- i) This Policy does not apply to matters properly falling under the CKBC Anti-Doping Policy and the CKBC Harassment Policy.
 - j) In order to keep costs to a reasonable level the Disciplinary Panel may conduct the Hearing by means of a conference call or video conference.
 - k) Unless the Disciplinary Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

5.0 Appeals Procedure

5.1 Any appeal of a decision of the Disciplinary Panel or if no Disciplinary Panel has been constituted, of a decision of anyone else to discipline under the terms of the Policy, will be done according to the Appeals Policy of the CKBC.

6.0 Examples of Minor and Major Infractions

6.1 *Examples of Minor Infractions*

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, volunteers, spectators and sponsors.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) A single incident of intentionally being late or if unintentionally which results in significant embarrassment to or disruption of the event or activity for a discipline at which attendance is expected or required.

6.2 *Examples of Major Infractions*

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, volunteers, spectators and sponsors.
- b) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- c) Repeated incidents of being late for or absent from CKBC events and activities at which attendance is expected or required, whether intentional or not.
- d) Single physically abusive incident.



- e) Activities or behaviour which intentionally, or even if not intentional with wanton disregard for the consequences, interfere with a competition or with any athlete's preparation for a competition.
- f) Pranks, jokes or other activities that endanger the safety of others.
- g) Deliberate disregard for the rules and regulations under which CKBC events are conducted, whether at the local, divisional, provincial, national or international level.
- h) Violation of the Athlete Agreement.
- i) Violation of the Individual Athlete Sponsorship Policy
- j) Damage or destruction of property
- k) Any use of alcohol by minors.
- l) Use of illicit drugs and narcotics.
- m) Use of banned performance enhancing drugs or methods.



Code of Conduct Policy - Incident Report Form

Date & time of incident	Name of writer:	Position:
Location of incident	This is a: <input type="checkbox"/> Minor Infraction <input type="checkbox"/> Major Infraction	
Individuals involved in the incident:		
Objective description of the incident (please be concise, accurate and non-judgmental):		
Names of individuals who observed the incident:		
Disciplinary action which taken (if applicable):		
Signature of writer:	Date:	

Appendix 1

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